



☐ REFERRED FOR ACTION
☐ ANSWER FOR MY SIGNATURE
☐ FOR FILE
☐ FOR YOUR INFORMATION
☐ FOR SIGNATURE
☐ RETURN TO ME
☐ PLEASE SEE ME
☐ PLEASE TELEPHONE ME
☐ FOR APPROVAL
☐ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE

Please make all charges to the General Fund (820), or if charges are coded to the project, please use Ident. Code 90, or 70 if Federal participating.

If a fee appraiser is contracted to perform this appraisal, please advise this office of the cost of same.

Please advise if more information is required.

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Attachments

cc: Mrs. Jeanie Broders

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